

Guide #4: Create a Plan

Print this sheet and complete it as you go through the lesson. Save this information...it holds some of your clues to career success.

Make it SMART

Define the meaning of each letter in the acronym SMART.

S	
M	
A	
R	
T	

Your Formula for Success

1. Express your goal in terms of specific events or behaviors. State one of your career goals.

2. Express your goal in terms that can be measured. How will you measure your goal?

3. Assign a timeline to your goal. How long will it take you to reach your goal?

4. Choose a goal you can control. How do you control this goal?

5. Plan and program a strategy that will get you to your goal. What is one thing you will do to reach your goal?

6. Define your goal in terms of steps. List two or three steps you will take to reach your goal.

7. Create accountability for your progress toward your goal. How will you hold yourself accountable?

Next Step

How will you use this information to help you find career success?
